



## **Rivermead Primary School**

### **Policy on Fire Safety**

**Committee Responsible: Learning & Teaching**

**Date of Ratification by Full Governing Body: January 2024**

**Date of Next Review: Spring 2026**

#### **Document History**

<b>Version</b>	<b>Date of Review</b>	<b>Changes/Comment</b>
	<b>April 2017</b>	<b>New policy</b>

# Rivermead Primary School

## Fire Safety Policy

<b>Agreed by the Governing Body:</b>	January 2024
<b>Review Date</b>	November 2023
<b>Review Schedule</b>	Yearly
<b>Person(s) Responsible</b>	Headteacher

### Aims

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Rivermead Primary School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

### Overall Responsibility for Fire Safety Matters

The Headteacher is appointed as the fire safety manager for the school and will have overall responsibility for fire safety matters at the school. He will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. She will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

### The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

### Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

#### Fire Wardens:

Brian Illsley	School Fire Safety Officer and Fire Warden
Brian Prebble	Deputy Fire Warden
Gemma Sloan	Deputy Fire Warden
Caroline Hume	EYFS Team Fire Warden (Senior School Registers)
Gemma O'Connor	KS1 Team Fire Warden (Senior School Registers)
Bronwen Tonkinson	KS2 Team Fire Warden (Senior School Registers)
Helen Hooper	Admin team Fire Warden (Junior School Registers)

The Headteacher has overall responsibility but has delegated all fire safety matters to Brian Illsley.

The Duty Fire Warden and one nominated Deputy Fire Marshall (who will meet the Fire Brigade) and Fire Wardens with specific duties will wear high visibility waistcoats during any incidents and drills.

The staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation.

### Fire Risk Assessment

The school will carry out a fire risk assessments annually to identify who will be at risk if there is a fire, where people may be working and who else may be at risk.

The fire risk assessment will be reviewed and amended to see if it is either no longer valid or if any changes are planned, such as:

- any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire;
- any change to the use of the premises which may affect the risk rating;
- any change to work processes or work equipment which may introduce new fire hazards;
- any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

### **Fire Training and Evacuation Drills**

The fire safety manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority. The fire safety manager will provide a written report to the Governing Body on a termly basis.

### **Training and Prevention Methods**

Regular training is given to staff and pupils of Rivermead Primary School. All staff are made aware that their primary duty under health and safety legislation is the safe evacuation of themselves, pupils and other employees. They also have a duty to visitors, parent helpers and contractors. No attempt should be made to fight a fire until the primary duty has been accomplished.

Training will be provided annually for all permanent full time school staff in fire safety and the school fire procedure. Specific training will be organised for fire safety wardens. All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points.

### **Practice Drills**

Emergency drills allow teachers, non-teaching staff, parent helpers, contractors, other visitors and pupils to become familiar with exit routes and doors, which are not used during normal occupancy and with the action to be taken in the event of an emergency, but also to test the exit routes and doors.

Emergency drills will be carried out at least once a term and, in particular, at the beginning of the academic year, so that all new teachers, non-teaching staff, parent helpers and pupils are aware of the procedures. When new staff arrive at a school or when temporary or supply teachers and non-teaching staff are appointed they are to be instructed in the fire emergency procedure by those staff responsible for induction training.

The Fire Safety Warden, will twice a year not inform other members of staff of the timings of the emergency drills. Emergency drills will be carried out at different times of the day over the year so that pupils are aware of the different exit routes from the different parts of the school.

The time taken to evacuate the building is recorded for all drills along with the "Total Evacuation Time", which is the time from the sounding of the alarm until all persons are accounted for. These times are evaluated following each drill and measures are taken to address the reasons for any delay.

The Fire Log is completed following each evacuation. The "Action Taken or Required" column is used in conjunction with the school's maintenance programme to record those faults which are discovered during the emergency drill. A full report of the drill together with any recommendation is kept with the Fire Log.

### **Personalised Emergency Evacuation Plans (PEEPs)**

In the case of any person using the site having a condition that may prevent them from evacuating quickly and safely, the school will devise a PEEP for that person.

## Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, HNS will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation Visual check of panel for fault indications
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates
Fire extinguishers, hose reels, fire blankets etc.	Termly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

### Fire drill procedure

- In the event of a fire it is the duty of all concerned to prevent injury or loss of life.
- For this purpose, you should make certain that you are familiar with all the means of escape in case of fire.
- If you discover a fire or one is reported to you, you should;

#### SOUND THE ALARM

- Immediately after the alarm has sounded you should;
- Escort the pupils in your charge from the building by means of the nearest exit ensuring all doors passed through are closed after you and that the pupils exit in a silent and orderly manner.
- In the event of a fire happening at playtime, staff on duty should immediately nominate one person as a Marshal. The Marshal's job is to ensure all groups have been alerted and evacuate promptly. They should also alert children using the toilets.
- Staff not working with the children at the time of the alarm should report to the assembly point for further instructions.
- On arrival at the assembly point, staff must register their class and report the result to the senior member of staff on duty, then await further instructions.

### Raising the alarm

In the event of alarm failure a hand bell will be rung in order to raise the alarm. A handbell will be kept in the admin office.

### Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The school's Deputy Fire Warden is responsible for calling the fire brigade when the alarm is sounded.

### Meeting the Fire Brigade

The fire warden is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

### Events Taking Place Out of School Hours Such as School Plays or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Warden is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Fire Safety Warden may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised.

### Notices

All fire exit routes will be signed by clear signs with directional arrows.

### Records

The following records and the Practice Fire Evacuation Drill are to be kept by the Site Controller (Fire Safety Warden) and stored in the H & S section in the staff room.

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

### CHECKLISTS:

#### Checklist for First Day Fire Safety Instruction

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.

- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

### **Checklist for persons hiring the school premises**

Take the new *hirer* through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates.
- Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any *persons for whom* the *hirer* is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the hirer* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Explain how to contact the fire brigade that an automatic call is not made and where the nearest telephone point can be found. Give clear instructions of location of school.



# Fire action



**Sound the alarm**



**Leave building  
by nearest  
available exit**



**Report to assembly  
point**



**Do not return to the  
building until authorised  
to do so**



**Do not use the lifts**